

HIGHLAND STORM MINOR HOCKEY
ASSOCIATION

Manual of Operations

Original: May 10, 2001

Revised: May 12, 2004

Revised: April 4, 2005

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MANUAL OF OPERATIONS

The manual of operations is a document designed to be used in conjunction with the constitution of the HSMHA. The purpose of the manual of operations is in general, to provide direction and to facilitate the intent and spirit of the constitution. Specifically the contents relate to the conduct of players, team officials and teams while participating in HSMHA activities. The Executive Committee in accordance may make changes to the manual of operations.

The executive committee may make and implement further changes to the Manual of Operations between General Annual Meetings. These changes must be presented at a general executive meeting, discussed and passed by a majority of attending executive members. All such changes become resolutions of the Manual of Operations and all such changes must be brought forward to the next General Annual Meeting. Failing a majority endorsement at the General Annual Meeting these resolutions must be rescinded. Once rescinded the intent of the resolution may not be further implemented until passed by a majority vote at a subsequent General Annual Meeting. A resolution receiving the support of a majority vote at the General Annual meeting becomes a bylaw, and becomes part of the Manual of Operations.

PREAMBLE

Through the various programs established by the Association, the HSMHA is attempting to give an opportunity for all participants to play at a level where the caliber of play is equal to their ability and provides a wholesome environment and an experience for personal growth and team play.

REPRESENTATIVE HOCKEY – OMHA

OMHA teams will be comprised of Class I members who desire a high level of competition and are willing to make a tremendous commitment in time and finances to the operation of the team.

Players will participate in “try outs” at the beginning of the season and the successful candidates will be chosen to represent HSMHA in the Novice through Juvenile age categories (as the coaching and player resources exist). All Class I members will abide by the rules and regulations of the Association and its governing bodies. All classes of members participating in OMHA hockey understand that they represent the HSMHA and the community at large and are expected to conduct themselves in an exemplary manner. Competition and success are integral parts of OMHA hockey. Player ice time during games is earned based on skill, performance, attitude, commitment and practice attendance. Coaches will strive to combine team progress with individual player development.

COUNTY LEAGUE PHILOSOPHY

The Philosophy of the HSMHA is based upon a recreational hockey theme. The Association will endeavor to provide recreational hockey with an emphasis on skill development and fair play. To that end, the Association will provide programs in which each participant may maximize their potential as an athlete and a person. The development of highly skilled hockey players is not the priority or goal of the recreational based program. It is hoped that through the various programs offered, players will develop, who by choice, can progress to the more competitive teams. County League ice time is equally divided by a buzzer system.

PHILOSOPHY OF PROGRESSIVE DISCIPLINE

The association will define progressive discipline as a four-step process.

The process and the delivery of the philosophy of progressive discipline will be the responsibility of the Discipline and Ethics Committee in consultation with the Executive Committee. The Discipline and Ethics Committee may consult with parties that are not members of the Association in their capacity to carry out this philosophy. In all cases any action, suspension or sanction carried out, in good faith by the Discipline and Ethics Committee and supported in good faith by the Executive Committee, shall be final. Any appeal of such action, suspension or sanction is subject to ARTICLE 6.01 of the constitution. Any action, suspension or sanction shall be enforced despite a pending appeal. It is recognized that a successful appeal will cause any action, suspension or sanction carried out in good faith by the Discipline and Ethics Committee to be terminated at the time the appeal is declared successful by the Executive Committee. It is further recognized that any action, suspension or sanction carried out in good faith by the Discipline and Ethics Committee cannot be undone prior to the time the appeal is declared successful by the Executive Committee

Step 1. Codes of Conduct, expectations of members, member roles, and consequences in the event of infractions will be made available to all members through the Executive Committee. By “reverse onus” all members with the exception of Class I members must be aware of these expectations and consequences. (Reverse onus implies in this case that all members with the exception of players are responsible to be aware of their membership responsibilities.)

Class I members will be informed, at the beginning of the season by team officials under the direction of the Discipline and Ethics Committee, of the Association’s and team’s expectations and their Class I membership responsibilities. This notice must be given and witnessed.

Step 2. In the event of the first infraction of the Codes of Conduct, expectations of members or member roles the offender will have the particular Code of Conduct, expectation of members or member role along with the consequence (as defined by Step 3. and Step 4.) presented to him/her by the team officials under the direction of the Discipline and Ethics Committee.

Step 3. The second infraction by a member of a Code of Conduct, expectation of members or member roles will result in the imposition of sanctions as deemed appropriate by the Discipline and Ethics Committee. In the event that the second infraction is committed by a Class I member the following procedure will be followed. A meeting will be arranged to take place in a private setting attended by the member and parent or guardian where appropriate, the head coach, at least one other team official, and at least one member of the Discipline and Ethics Committee. This meeting will take place as close to the time of the second infraction as possible or before 48 hours has transpired. The Discipline and Ethics Committee may request direction from the Executive Committee or other members or parties as required in order to make a decision in respect to an infraction.

A second infraction by any other class of member will result in the imposition of sanctions as deemed appropriate by the Discipline and Ethics Committee.

Step 4. The third infraction by a member of a Code of Conduct, expectation of members, member roles will result in the cancellation of the member’s membership for a period as deemed appropriate by the Discipline and Ethics Committee. The duration of the suspension of the member may be in addition to any suspension or action imposed by the OMHA, Tri-County League or any prescribed action in the manual of operations or constitution of the Highland STORM Minor Hockey Association. The Discipline and Ethics Committee will report in writing the events that transpired leading up to the incident and the prescribed action/suspension

levied against the member to the Executive Committee. The Discipline and Ethics Committee may request direction from the Executive Committee or other members or parties as required in order to make a decision in respect to an infraction

In the event that a third infraction is committed by a Class I member the following procedure will be followed. A meeting will be arranged to take place in a private setting attended by the member and parent or guardian where appropriate, the head coach, at least one other team official, and at least two members of the Discipline and Ethics Committee including the President or Vice President of the Association. This meeting will take place as close to the time of the third infraction as possible. The Discipline and Ethics Committee will report in writing the events that transpired leading up to the incident and the minutes of the meeting and the prescribed action/suspension levied against the member to the Executive Committee. The Discipline and Ethics Committee may request direction from the Executive Committee or other members or parties as required in order to make a decision in respect to an infraction

A third infraction by any other class of member will result in the imposition of sanctions as deemed appropriate by the Discipline and Ethics Committee.

The Executive Committee will develop criteria and consequences relating to the contravention of general and specific philosophies of the HSMHA.

CODE OF CONDUCT AND ETHICS

ALL MEMBERS

PURPOSE: To establish and maintain standards for members of the association and to inform members of the public using the services of the association. The standards are comprised of, but not limited to, the following principles:

- 1) Members must endeavor to respect the rights, dignity and worth of every human being and endeavor to provide everyone the equality of opportunity within the context of their activity.
- 2) Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 3) Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of its Class I members.
- 4) Members should encourage directors, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous and respectful manner.
- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances.
- 6) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
- 7) Members are expected to consistently display high personal standards both professionally and personally.
- 8) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 9) Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience and abilities.
- 10) Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

COACH'S AND TEAM OFFICIALS CODE

All team officials shall:

- 1) Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
- 2) Recognize individual differences in athletes and always think of the athlete's long term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be appropriate for the age and abilities of the players.
- 3) Lead by example. Teach and practice co-operation, self-discipline, and respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements, which no one should evade or break.
- 4) Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
- 5) Be honest and consistent with athletes. They appreciate knowing where they stand.
- 6) Be prepared to interact in a positive manner with administrators, league officials and parents.
- 7) Be responsible people who are flexible and willing to continually learn and develop.
- 8) Encourage athletes to be fit all year, every year and not just for the season.
- 9) Follow the advice of a physician when determining when an injured player is ready to play again.
- 10) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.

PARENT'S CODE

- 1) Do not force an unwilling child to participate in sports.
- 2) Remember children are involved in organized sports for their enjoyment, not yours.
- 3) Encourage your child always to play by the rules.
- 4) Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- 5) Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- 6) Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- 7) Do not publicly question the officials' judgement and never their honesty.
- 8) Support all efforts to remove verbal and physical abuse from children's sporting activities.
- 9) Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
- 10) Set an example by supporting and respecting your child's coach. When problems rise, communicate on an individual basis. Public comments are not appropriate.
- 11) If a team is attending or participating in a HSMHA activity, it is mandatory that parents are responsible for the conduct of their children.

PLAYER'S CODE

- 1) Play for the "fun of it", not just to please your parents or coach.
- 2) Play by the rules.

- 3) Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
- 4) Control your temper - no "mouthing off", tantrums, breaking sticks, throwing gloves or other equipment.
- 5) Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
- 6) Be a good sport. Cheer all good plays, whether your team's or your opponents'. Learn to lose "well" and win "well".
- 7) Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- 8) Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- 9) Co-operate with your coaches, teammates and opponents, for without them, you don't have a game.
- 10) Remember that you are representing yourself, your parents, your team and your community, association and sponsor at all times, including to and from the arena.

ELIGIBILITY AND REGISTRATION

- 2.1 Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age, as herein after approved. Membership entitlement is limited to those persons who have met residency requirements as defined by SCHEDULE A of the Constitution BOUNDARIES AND TERRITORIES.
- 2.2 The HSMHA reserves the right to prescribe requirements from time to time including promulgation of the By-Laws, specifying grounds for refusing or withdrawing participation, disciplinary actions and related matters.
- 2.3 All applicants must be registered on a designated registration form as decided by the HSMHA. At registration, a parent or legal guardian must sign the HSMHA Application form and the OMHA card, CHA card or other forms as applicable.
- 2.4 First time applicants for registration must produce proof of age (Birth Certificate or other acceptable certified affidavit).
- 2.5 First time players registering with OMHA or CHA carded teams must submit their birth certificates or other acceptable certified affidavit
- 2.6 A registration form must be filed with the registration committee, accompanied by the appropriate fee, before any player can participate in any activity sponsored by the HSMHA. The Executive Committee is empowered to prohibit any player from practicing or playing until the fees are paid in full.
- 2.7 If a player terminates his participation after the HSMHA season starts, his refund, if granted, will be at the discretion of the Executive Committee.
- 2.8. No refunds will be given should a member be suspended, or be precluded from HSMHA activities for disciplinary reasons.
- 2.9 Ages per division will be those set by the CHA and/or the OMHA.
- 2.10 The Executive Committee for all divisions, age groups, and class of member shall establish registration fees.
- 2.11 "Final Team Rosters" must be registered and received by the HSMHA according to the requirements of the County League Convenor, the Tri-County Association and the OMHA.
- 2.12 Registration procedures will be established by the Executive Committee (Vice President)

EQUIPMENT AND UNIFORMS

- 3.1 The HSMHA will supply 2 sets of sweaters to all OMHA and Tri-County teams and 1 set to all County League teams. All OMHA and Tri-County teams will wear only the team sweaters as prescribed and provided by the Executive Committee. No sweaters will be purchased or provided to any HSMHA member bearing the numbers 7 or 9.
- 3.2 Sweaters and Equipment when issued to the team will be the responsibility of the team. No player or team official may wear or allow the wearing of any team sweater in a non-sanctioned HSMHA event. OMHA and Tri-County teams may not use sweaters for practices. No player may take a sweater to be used for a non-sanctioned event without the express permission of the Executive Committee, such permission being provided in writing. No sweater or equipment that is the property of the HSMHA may be altered without the express written permission of the Executive Committee.
No alterations to any sweater or equipment will be permitted with the exception of the application of the letters C and A to the sweaters worn by the team captains and assistant captains. The application must be done in accordance with the procedure described by the Equipment Manager of the HSMHA.
Goal Equipment Policy – HSMHA will provide goaltenders with leg pads, body armor, gloves and sticks only, as mandated by the OMHA, CHA and Tri-County up to and including the age of PeeWee. Leg pads only will be provided at all age levels.
- 3.6 Equipment must be as per requirements of the CHA, OMHA or any group with whom the HSMHA may be affiliated.
- 3.7 All team officials must wear C.S.A. approved helmets while on the ice during practices that are also properly fastened. This will be enforced, team officials failing to adhere to this will be suspended at the discretion of the Disciplinary and Ethics Committee
- 3.8 For any function involving a HSMHA team. i.e. Tournaments, exhibition and/or League games, the sweaters issued to each team and socks issued or recommended must be worn. This will also apply to County League teams: they must wear the sweater issued and socks issued or recommended by the HSMHA.

TRYOUTS AND PLAYER MOVEMENT

- 4.1.1 All players should be encouraged to play at the level of their ability.
- 4.1.2 Players wishing to play for any OMHA must attend tryouts held for that team. Exceptions must be addressed and approved by the Player Placement Committee. (Possible exceptions may be illness as verified by a doctor's note) The Player Placement Committee will rule on all exceptions, their decision can not be appealed.
- 4.1.3 The HSMHA will publish contacts and try-out times for the OMHA teams in the news media and at Registration.
- 4.1.4 The HSMHA will publish contacts and try-out times for the Tri-County teams at their discretion.
- 4.1.5 All players must be registered with the HSMHA and all forms must be completed. All fees must be paid or arrangements made subject to the approval of the treasurer prior to participating in any tryouts
- 4.1.6 All players must be registered as Class I members in good standing before playing any game.
- 4.1.7 If a coach must choose between 2 players of equal caliber; one player that is underage and a player who is of the proper age, the player who is of the proper age should be selected. Underage players can be selected if the coach evaluates them to be worthy of selection and the proper application process has been followed. The proper process will be defined within the mandate of the Player Placement Committee.

4.1.8 The Player Placement Committee shall provide recommendations to the Executive Committee regarding the number of players to sign to each OMHA roster. The Executive Committee's decision in this matter is final and not appealable. Coaches will be informed by the Executive Committee during tryouts as to the number of players to be selected per team. Conflict of interest guidelines as outlined in the Constitution must be clearly followed.4.6.1. No player may play for more than one team except those who are "affiliated" as defined by the CHA/OMHA.

4.1.9 Any players affiliated (AP) by another team must fulfil their responsibilities of attending games and practices of the team they are registered with. Any coach wishing to use the AP'd player must make prior arrangements with the coach of the team the player is registered with. The Ethics and Discipline Committee will resolve any dispute, their decision will be final and may not be appealed.

4.2 OMHA teams may use affiliated players in League games, Tournaments and Exhibition games only if the team is short its regular compliment of players. Exceptions can be made for playoffs.

Definition

THE Player Placement Committee shall provide recommendations to the Executive Committee regarding the number of players to sign to each OMHA roster. The Executive Committee's decision in this matter is final and not appealable. Coaches will be informed by the Executive Committee during tryouts as to the number of players to be selected per team. Conflict of interest guidelines as outlined in the Constitution must be clearly followed.4.6.1. No player may play for more than one team except those who are "affiliated" as defined by the CHA/OMHA.

The accepted definition of "Regular compliment of players" has been agreed to mean the number of players signed on an OMHA roster.

4.2.1 Tri-County teams may use affiliated players only if the team is short its regular compliment of players. There are no exceptions.

Any coach or team official who contravenes the spirit of this policy shall

- 1) on the first offence, receive a verbal warning
- 2) on the second offence, be suspended for the balance of the season

4.3 County League players may play as affiliated players

4.4 No player may be transferred without the approval of the Player Placement Committee. No player and/or parent may be contacted until such time as the Player Placement Committee has discussed a permanent player movement with the respective parties.

4.5. If an OMHA player leaves his team of his own volition after registration but prior to December 10th, he can only play for a team if an opening exists and at the approval of the Player Placement Committee and he cannot return to the OMHA team for the balance of the season.

4.6 Any player wishing to return to the HSMHA associations as a Class I member after being registered with an AAA center may only do so at the discretion of the Player Placement Committee.

4.7 Any player requesting the opportunity to try out as an underage player for a Rep Team must concurrently try out in his own age group. An OMHA coach must apply in writing to the Player Placement Committee for approval of underage player selection.

4.8 To qualify as an underage player the player must possess the following:
- Exceptional skills (These skills must at least meet the standard of the team for which the underage player is trying out for.)

4.9 The placement of over age or under age players in the County League is at the discretion of the Player Placement Committee.

4.10 If a new player moves into the territory under the association's control as defined by "Boundaries & Territories" after the OMHA team selections have been made he or she may be granted a ten-day try-out in his/her designated age classification, up until December 15th. Such registration is subject to the

Rules and Regulations of the CHA and the OMHA and the Tri-County Association. Final approval for placement is at the discretion of the Player Placement Committee.

- 4.11 The responsibility for the release of any player from the HSMHA is vested with the HSMHA Discipline and Ethics Committee. The decision of the Discipline and Ethics Committee may be appealed to the Executive Committee.
- 4.12 The Executive Committee will grant a review for a decision regarding an application for release of any minor hockey player.

CONDUCT AND DISCIPLINE

5.1 Any Association Member, Class of Member, Executive Committee Member, Board Member, Committee Members, Coaches, Managers, Trainers or Players shall be subject to:

(i) Suspension from the Association's activities if he/she contravenes in any way the Constitution, By-Laws or the Regulations of the HSMHA.

(ii) Disciplinary action and/or suspension for conduct not befitting the intent or objectives of the HSMHA. The HSMHA Discipline and Ethics Committee will administer such action.

- 5.2. Any member of the HSMHA, coach, manager, trainer or player who deliberately damages or defaces facilities used by HSMHA, or equipment of the HSMHA, shall forthwith be suspended from the HSMHA until the cost of repair or replacement of the damaged equipment has been paid in full.
- 5.3 In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Disciplinary and Ethics Committee of HSMHA.
- 5.4 The use of alcohol or non medical drugs at any HSMHA sponsored function, or in any arena or other facility used for such function, by any coach, manager, official, trainer or player affiliated with the HSMHA, will not be tolerated and may lead to suspension, without refund (where applicable), for the balance of the season. Exceptions can be considered during a duly licensed event under Liquor License Board of Ontario Special Occasions Permit sanctioned by the HSMHA.
- 5.5 All coaches are required to publish a list of team rules to the Class I members and their Parents prior to the start of the season. Those rules are subject to approval of the Team Officials Rep, the Discipline and Ethics Committee and the Executive Committee.
- 5.6 Any coach who deems disciplinary action to be necessary against an individual player on his/her (coaches') team, for any reason, must institute the philosophy and implementation of Progressive Discipline Policy. A letter stating the infractions must be sent to the current Team Officials Rep. Please note that the Team Officials Rep (or designate if a conflict of interest arises) must attend steps 3 and 4 of the process.
- 5.7 If a coach decides that circumstances warrant immediate suspension (disciplinary problem of a serious, violent or drug/alcohol nature) then suspension may be immediate but the issue must be brought to a Discipline and Ethics Committee meeting within 48 hours of the incident.
- 5.8 Any player who willfully plays, or any coach or manager who allows a player to play, who is found to be ineligible or under suspension shall be subject to disciplinary action and/or suspension.
- 5.9 The CHA, OMHA, Tri-County and HSMHA playing rules will govern discipline and suspension for all members in all Classes of Membership.
- 5.10 Any player, coach, trainer or manager who is suspended by the OMHA, Tri-County and/or under HSMHA rules may, at the discretion of the Discipline and Ethics Committee have his suspension reviewed by the Discipline and Ethics Committee of the HSMHA for further action.

5.11 Any HSMHA player or member who takes part in an altercation before or after a game, on an arena property, or in the parking lot of an arena property, is automatically indefinitely suspended subject to review by the Discipline and Ethics Committee. The suspension is effective immediately upon notification. The matter being brought to the attention of an executive member who in turn is obligated to inform any or all members of the Discipline and Ethics Committee in the most timely fashion will constitute notification. A review will be conducted within 48 hours of notification.

BODY CHECKING

5.12 The OMHA will determine “body checking” for HSMHA Teams. There will be no “body checking” in the County League at any level.

TEAM OFFICIALS CERTIFICATION

5.12 County League Teams will be allowed three team officials on the bench during games. All County League team officials must be carded with PRS and either a coaches or trainers card and have successfully completed a police check. Managers need a PRS and police check only. All rep team officials will be allowed five team officials and must be carded with PRS and either a Coaches or Trainers card and have successfully completed a police check as per OMHA guidelines.

SMOKING

5.13 Smoking is prohibited on the bench and in the dressing rooms. Disregarding the By-Law is grounds for disciplinary action.

PLAYING IN OTHER LEAGUES

5.14 All Class I members registered in the HSMHA may not participate in any other leagues with the exception of High School hockey and AAA affiliation.

5.15 Those Class I members should notify their coach that they are playing High School hockey, and/or have a AAA affiliation. Any player playing High School Hockey, and/or has a AAA affiliation must first meet the obligation of his HSMHA team.

5.16 Those Class I members who disobey this rule are subject to disciplinary action, including suspension without registration refund in whole or part.

SWEATERS

5.17 County League sweater colours will be at the discretion of the Executive Committee.

SELECTION OF COACHES

6.1.0 The Coaching Selection Committee shall be empowered to appoint a coach, provided the Executive Committee has granted approval. The appointee may be a qualified Executive Committee Member, however all applicable conflict of interest policies shall be in force during any Executive Committee discussion and/or voting procedures.

6.1.1 Coaches or managers who disregard their responsibilities shall be liable to disciplinary action.

6.1.2 Head coaches are responsible for their team's affairs. The head coach shall address discipline in team matters.

6.1.3 OMHA and Tri-County Coaches must have a Coaches certification. County League coaches must complete the Coaches certification program and/or CHIPS certification by December 1st of that season. A trainer for OMHA, Tri-County and County League teams and must have their trainers card. All teams including County League teams must have a certified coach and certified trainer on the bench.

- 6.1.4 All team officials must have their Prevention Services certification.
- 6.1.5 Only 5 team officials (per team) will be certified, and registered with the OMHA, with HSMHA funds. The HSMHA will pay for certification courses that are held locally.
- 6.1.6 Spouses cannot be involved on the same OMHA or Tri-County team (ie. carded) as coaches, managers or trainers.
- 6.1.7 The HSMHA will have the responsibility to sponsor or purchase seats in, trainers and coaches clinics each year, where possible. The HSMHA will pay for locally held courses only.
- 6.1.8 A head coach can be associated with only one team. When a head coach is choosing assistant coaches, trainers and managers, where ever possible these positions should be filled by people that are not already associated with another team. If this is not possible the Coaching Selection Committee must approve any exceptions.

RESPONSIBILITIES OF COACHES

- 6.2.1 Ensure the proper observance of the Constitution and by-laws of HSMHA.
- 6.2.2 Acquaint their team members with the CHA, OMHA, Tri-County and HSMHA Rules and Regulations.
- 6.2.3 Exercise control in the conduct of their players and themselves. They must endeavor at all times to prevent disorderly conduct before, during and after any games or practices, on or off the ice, or in any arena or while taking part in HSMHA activities.
- 6.2.4 Ensure the eligibility of all players for every game.
- 6.2.5 The head coach will select the team remaining team officials subject to the approval of the Coaches Selection Committee and subject to 6.1.8.

RESPONSIBILITIES OF MANAGERS

- 6.3.0 Ensure the care, keeping and return of all HSMHA equipment used by their teams during the season. At the County League level, the coach may assume the responsibility of team manager in addition to his/her role as head coach.
- 6.3.1 Ensure the efficient operation and decorum of their teams throughout the season. The manager shall ensure that the by-laws of the HSMHA and regulations of the OMHA and Tri-County are strictly followed. He shall ensure that carded team officials only shall be on the bench during games and practices. He shall have the option to remove all people, not related to the team, from the dressing room.
- 6.3.2 Provide a completed, signed game sheet to the game Timekeeper prior to the commencement of the game.
- 6.3.3 Keep and maintain a record and account of the team's financial affairs. This duty may be assigned to a team Treasurer at the discretion of the Head Coach.
- 6.3.4 Ensure that anyone associated with the team approaches sponsors or fundraises in accordance with HSMHA policy.
- 6.3.5 Assist and support any fund raising promotions as determined by the HSMHA.
- 6.3.6 Understand and follow the procedures for underage player movement, affiliated player usage and permanent player movement.

RESPONSIBILITIES OF TRAINERS

- 6.4.0 Supervise the health and incidents of injury of the players on his team. It is recommended that all trainers request a medical certificate for any player injured during game or practice (resulting in the loss of significant playing time or as the result of an opponent's Match Penalty) before that player returns to the team.

- 6.4.1 Ensure that the team parent group is familiar with procedures involving the emergency action plan (EAP) for all games and practices.
- 6.4.2 Ensure that the trainers kit is available at all games and practices.
- 6.4.3 Ensure that OMHA Injury Report forms are completed and delivered to the OMHA rep.

COUNTY LEAGUE ICE TIME

- 6.5.0 Every player dressed for a County League game must be given equal ice time. This will be ensured by the use of “buzzer system”. Blatant disregard of this rule will result in immediate suspension of the coach. Any team suspected of winning a County League playoff game by over playing better players shall be subject to an investigation by the Ethics and Discipline Committee.

TRI-COUNTY ICE TIME

- 6.6.0 The coach will make every attempt to ensure that every player dressed for a Tri-County League game be given an equal amount of ice time over the course of the game. Blatant disregard of this rule will result in an investigation by the Ethics and Discipline Committee.

COACHES GUIDELINES

- 6.7.0 No player will be allowed on the ice or bench without:
 - Being dressed in full hockey equipment,
 - Having registration paid in full or waived,
 - a member of the coaching staff being in attendance.
- 6.8.0 All coaches must adhere to HSMHA Coaches Guidelines.
- 6.9.0 Safety precautions must be taken during all games and practices ie. all player and penalty box doors must be closed and locked during practice and games, as well as the doors onto the ice surface.
- 6.10.0 HSMHA executive will hold coaches responsible for player conduct. As the coach, you are responsible for player conduct on the ice, on the bench and in the dressing room. Emphasis should be placed on fair play between all players.
- 6.11.0 Coaches, their managers and trainers will not smoke, swear or be under the influence of alcohol while in the presence of their players (ie. while on the ice, bench or in the dressing room).

COACHES AND PARENTS MEETINGS

- 6.12.0 OMHA, Tri-County and County League coaches and managers must meet with the parents before the team is finalized, throughout the season and at the end of the season.
- 6.13.0 These meetings are used to explain:
 - (i) Coaching Philosophy
 - (ii) Team Operations
 - (iii) Playing Times
 - (iv) Team Budget Including Tournaments
 - (v) Team Rules
 - (vi) Responsibilities of Coaches, Players and Parents
 - (vii) And, any other points that either group wishes to discuss.

TEAM BUDGETS AND FINANCIAL STATEMENTS

- 6.14.0 Team budgets and finances are the responsibility of each team manager or team treasurer (see 6.6.4)
- 6.15.0 All bank accounts must be opened in the name of the team with a minimum of 2 authorized signing names. No spouses may have signing privileges.

- 6.16.0 The Team Official's Representative and the Executive Committee's Treasurer must approve every team's budget to ensure revenue and expenditures are reasonable and just.
- 6.17.0 The Executive Committee must approve all fund raising projects by individual teams.
- 6.18.0 All teams that become involved in fund raising, receive parental contributions and/or possess a bank account, must submit the following to the Executive Committee and parent group a year-end Financial Statement by May 1st and the account balances at the team's year-end must be zero.
The HSMHA will not be responsible for debts incurred by any team or team official. Any team or individual incurring debts in the name of the HSMHA without prior written approval shall be liable to suspension from the Association
- 6.19.0 If a Class I member quits his or her team prior to the end of the season any stake in the team funds is forfeited.

FUND-RAISING

- 7.0 No HSMHA teams will be allowed to operate or participate in any team fundraisers unless prior approval has been granted by the Executive Committee.
Notwithstanding 7.0 a team may fundraise within the arena during practice or game time. The event may commence 1/2 hour prior to the ice time and must be completed 1/2 hour prior to the conclusion of the team's ice time.
- 7.1 From time to time the HSMHA may sponsor a fund-raiser and it is expected that all teams will be invited to participate in those fund-raisers.
- 7.2.1 The Executive Committee will have the ability to grant approval (not grant approval) for any fundraising initiative. The Executive Committee will have the ability to revoke approval for any fundraising initiative at any time giving reasonable notice. The Executive Committee's decision in respect to any fundraising issue is final and not appealable.

TOURNAMENT FUND-RAISING

- 8.0 Teams may fund raise for their tournament, however all events must comply with 7.0. Teams may fund raise for the duration of their tournament, however any fundraising event must be confined to the arena(s) where the tournament is being held.

SPONSORSHIP

- 9.0 All approved sponsorships shall be for a fixed duration.
- 9.1 All equipment purchased or donated by a sponsor shall become the sole property of the HSMHA and subject to all rules and regulations of the HSMHA.
- 9.2 All equipment shall be of a type and standard approved by the HSMHA.
- 9.3 It shall be the sole responsibility of the Fund Raising Rep to obtain and allocate the necessary number of sponsors.
- 9.4 No sponsor may pay any money directly or indirectly to any team nor may any team ask a sponsor directly or indirectly to provide equipment or other benefits to their team without the expressed consent of HSMHA.
- 9.5.1 All monies, equipment, etc. from sponsors must be paid to the HSMHA who will in turn pass the monies along to the appropriate team and/or purchase equipment.
- 9.5.2 The HSMHA will set the dollar level for sponsorships based on the recommendations of the Fund Raising Rep
- 9.6 Sponsorships may be granted under the stipulation that it is solely a financial contribution and does not imply or afford the sponsor further involvement with the team.

- 9.7 Members should contact the Fund Raising Rep if a specific sponsor wishes to support one of their teams, the Fund Raising Rep will follow-up with the sponsor.

GAMES & ICE TIME PROCEDURES

- 10.0 No HSMHA team may play more than 3 games in one day.
- 10.1 OMHA and Tri-County teams will be subject to the rules of the OMHA and Tri-County for game lengths.
- 10.2 The normal duration of a County League game is considered 1 hour on the arena clock from the published, scheduled start time. (50 minutes for the game, 10 minutes for flood). A buzzer system will be used. A curfew will be in effect. Game lengths will be set by the County League Committee.
- 10.3 Tri-County and OMHA teams will receive two ice times per week up to a maximum of three hours.
Tri-County Tyke teams will receive up to two hours of ice per week and registration fees will be adjusted so that members pay two thirds of total registration fee.
- 10.4 Teams will practice and play in both arenas.
- 10.5 Ice time will be shared equally between the two arena facilities
- 10.6 Each County League team will play one game per week. Games will be scheduled at both arenas.
- 10.7 County League players will be given the opportunity to practice once per week.
- 10.8 Class I members and team officials may enter the ice surface at their scheduled ice time as soon as the resurfer is off the ice and the gate is closed. All Class I members and team officials will leave the ice surface 10 minutes prior to the end of their scheduled ice time or as instructed by the arena management. No Class I member or team official may enter the ice surface prior to the team's scheduled ice time unless so instructed by the arena management.

PLAYOFFS

OMHA AND TRI-COUNTY

- 11.0 Will follow the format, rules and regulations as laid down by the OMHA and Tri-County

HOUSELEAGUE

- 11.1 The County League Convenor will lay down a playoff schedule and format based on the hours of ice available.
- 11.2 The playoff format will be subject to the approval of the Executive Committee.
- 11.3 Final playoff rounds will take place on the day of the annual Glen Dart Memorial Tournament in Haliburton.

POLICY ON VOLUNTEERS AND MEMBERS WITH CRIMINAL RECORDS:

Highland Storm Minor Hockey Association recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements which are not positions of trust.

HSMHA will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a reason related to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.

For certain positions in the Association, a Police Record Check will be required as one element of the screening process.

Criminal Record Checks will be required for all new volunteers to HSMHA including Executive members. Once the volunteer has been permitted to act as a volunteer, these Criminal Record Checks will be required every four years. If a volunteer's Criminal Record Check comes back with a conviction that is older than ten years for an offence that is deemed minor by the HSMHA Discipline and Ethics Committee, that volunteer may be allowed to assume the position they have been trusted with. The HSMHA can suggest that the volunteer make public to the team members that he/she is associated with, the circumstances of the conviction.

Individuals with outstanding Criminal Code convictions, five years or more recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients. These offences include, but are not limited to the following:

Five years or more recent:

- outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving
- outstanding convictions or charges pending for drug offences under the CDSA or its predecessor
- outstanding convictions or charges pending for any violent offence, whether or not it involved weapons

Individuals with outstanding Criminal Code convictions or charges pending for the following offences will not be considered for a direct service position:

- sexual assault, sexual exploitation, invitation to sexual touching
- current prohibitions or probation orders forbidding the individual to have contact with children under the age of 19
- indictable criminal offenses for child abuse

Applicants may be rejected as a result of other information gained during the Police Records Check process or through the screening process as a whole, or as a consequence of other factors. All information will remain confidential and only the executive members on the Coaching Selection Committee will be privy to the information.

SUPPORTING TEAMS WHO ADVANCE TO OMHA AND SILVER STICK FINALS

Any HSMHA team who advances to a International Silver Stick Final or any OMHA team (Atom and up) that advances to an All Ontario Final Championship series will be assisted with a financial contribution of no more than \$750.00 for travel costs. This amount is dependant on the number of teams that advance in any given year and to the financial status of the organization.

PROGRESSIVE DISCIPLINE

Purpose: The HSMHA Executive is committed to supporting all members of the association. Coaches and team officials can expect this commitment of support as well. In order to provide this level of support to coaches and team officials, proper documentation and the proper steps of referral must be completed. Should more information or assistance be required in completing this form, please contact the Team Officials Convenor.

The Highland Storm Minor Hockey Executive requires that all coaches complete a set of team rules and present these rules to the Team Officials Convenor. The Executive Committee will review these rules and will consider them for approval. The rules as stated or amended by the Executive will be presented to all

players and their parents. Players and parents must acknowledge receipt of these team rules and the acknowledgement must be documented and witnessed.

The team rules are not meant to be complete but merely serve as a minimum guideline. Coaches and their staff are urged to develop their own rules and expectations in addition to the ones stated in the Coaches Guidelines. Any additional rules will be presented to the Executive Committee for consideration. Once the Executive Committee has endorsed a team's rules the team must implement their rules under the procedures outlined in the "Philosophy of Progressive Discipline"

The Head Coach is responsible to assemble all players parents and his team officials to present these team rules, expectations and consequences for failed expectations, and must arrange for the acknowledgement as stated above.

The Philosophy of Progressive Discipline states:

Step 1. In the event of the first infraction of the Codes of Conduct, expectations of members along with the offence and possible consequences will be presented to him/her by the team officials under the direction of the Discipline and Ethics Committee. All documentation must be directed to the Team Liaison Representative in written form.

Step 2. The second infraction by a member of a Code of Conduct will result in the imposition of sanctions as deemed appropriate by the Discipline and Ethics Committee. In the event that the second infraction is committed by a Class I member the following procedure will be followed. A meeting will be arranged to take place in a private setting attended by the member and parent or guardian where appropriate, the head coach, at least one other team official, and at least one member of the Discipline and Ethics Committee. This meeting will take place as close to the time of the second infraction as possible or before 48 hours has transpired. The Discipline and Ethics Committee may request direction from the Executive Committee or other members or parties as required in order to make a decision in respect to an infraction

Step 3. The third infraction by a member of a Code of Conduct, expectation of members, member roles will result in the cancellation of the member's membership for a period as deemed appropriate by the Discipline and Ethics Committee. The duration of the suspension of member may be in addition to any suspension or action imposed by the OMHA, Tri County League or any prescribed action in the manual of operations or constitution of the Highland Storm Minor Hockey Association. The Discipline and Ethics Committee will report in writing the events that transpired leading up to and including the minutes of the meeting, and the prescribed action/suspension levied against the member to the Executive Committee. The Discipline and Ethics Committee may request direction from the Executive Committee or other members or parties as required in order to make a decision in respect to an infraction.

In the event that the third infraction is committed by a Class I member the following procedure will be followed. A meeting will be arranged to take place in a private setting attended by the member and parent or guardian where appropriate, the head coach, at least one other team official, and at least two members of the Discipline and Ethics Committee including the President or Vice President of the Association. This meeting will take place as close to the time of the third infraction as possible.